



DOT Employee Newsletter November 2001

From Lee Privett, Director, Office of Security and Administrative Management, OST

Because of the attacks of September 11, the U.S. response to those attacks, and the recent instances of anthrax contamination, the Department has taken a number of steps to increase the security of our Headquarters buildings and to protect employees from possible harm due to contaminated mail. We have taken these extra security precautions because of the threats that all Government agencies are facing, and especially because of DOT's responsibilities for our nation's defense and its transportation system.

Each of you can help us. Be alert to your surroundings, including strangers who come into your offices. Tell building guards about suspicious persons or vehicles, and about packages, briefcases, and similar items left in hallways and other common areas of our buildings. We appreciate the cooperation DOT employees have already shown during these difficult times.

Security is everybody's responsibility. By continuing to cooperate with us, you can do your part to help provide a safe working environment for all of us.

Presidential Rank Awards

Congratulations to this year's Presidential Rank Award winners!

Distinguished Executive - [Only 1% of the SES governmentwide may earn this award for achieving extraordinary results]

Paul L. Gretch, Director, Office of International Aviation, OST

Meritorious Executives - [Only 5% of the SES may earn this award for sustained accomplishments]

Thomas W. Herlihy, Assistant General Counsel for Legislation, OST

Joseph F. Canny, Deputy Assistant Secretary for Navigation Systems Policy, OST

Melissa Allen, Assistant Secretary for Administration, OST

A. George Ostensen, Director of Field Services-Midwest, FHWA

Joseph N. Kianianthra, Director, Office of Vehicle Safety Research, NHTSA

William H. Walsh, Associate Administrator for Plans and Policy, NHTSA

Janet L. Sahaj, Deputy Associate Administrator for Program Management, FTA

Edward L. Thomas, Associate Administrator for Research, Demonstration & Innovation, FTA

Warren F. Mazek, Assistant Superintendent, Academic Affairs, MARAD

Secretary's Annual Awards Ceremony

Will be held on Thursday, 11/1, at the Renaissance Hotel, 999 Ninth Street, NW, at 1:00 pm. Mark your calendar and look for an invitation memorandum from Secretary Mineta.

Give the Gift of Life

The American Red Cross is scheduled to be at the

- U.S. Coast Guard Headquarters Building room 4202 on Wednesday, 11/14 and Thursday, 11/15 from 8:30-1:30 pm; and
- Nassif Building room 8236 on Wednesday, 11/28 and Thursday, 11/29 from 8-12:45 pm.

To make an appointment, contact your Blood Drive Coordinator in you agency's Human Resource Office



Youth is the gift of nature but age is a work of art.

Garson Kanin



Please notify the center in advance if you need special accommodations for the **No Charge** programs listed below.



Career Connections Workshops

KSA's for Secretaries -- 11/5
Preparing My Federal Resume -- 11/8

Individual Development Plans -- 11/13

"Who Moved My Cheese?" -- 11/16

The Basics of Preparing for the Job Interview -- 11/30

Workshops will be held in PL-402. Space is limited. Call x69392 [TTY 67630] for the times and to register.



Worklife Programs

[Call x66389 or TTY 67630]

- Nutrition Seminar: Healthy Eating During the Holidays -- 11/13, 12-1 pm, PL-402
- New Moms Discussion Group -- 11/14, 12-1 pm, PL-402
- Holiday Worklife Wellness Resource Fair -- 11/29, 11:30-1:30 pm, DOT Eatery

20 Questions to Encourage Ideas

1. What if?
2. How can we improve?
3. How will the customer benefit?
4. Are we forgetting anything?
5. What's the next step?
6. What can we do better?
7. What do you think about?
8. How can we improve the quality?
9. How can we streamline?
10. What can we modify?
11. What should we replace?
12. What should we add?
13. What should we eliminate?
14. Can we make any new assumptions?
15. What will make it work?
16. What other ideas do you have?
17. What issues should we explore?
18. What patterns can you see?
19. How can we simplify?
20. Why?

Lose Your Wallet?

Cancel your credit cards immediately and contact the three national credit-reporting organizations to have them immediately place a fraud alert on your credit file. Otherwise, the thief may apply for, and get, new credit in your name. Contact:

- Equifax - 800-525-6284
- Experian - 800-397-3742
- TransUnion - 800-680-7289

Also, report stolen or misplaced Social Security cards to the Fraud Line at the Social Security Administration -- 800-269-0271.

-- From *Bottom Line*

Open Seasons

- Federal Employees Health Benefits Open Season from 11/12 to 12/10. The Annual Departmental Health Benefits Fair for DOT employees will be held on 11/28 in room 2230 from 10am - 2pm.
- The Thrift Savings Plan Open Season from 11/15/01 to 1/31/02. Employees may elect to begin contributing, change the amount of their contributions, or reallocate contributions to their accounts among the three funds. FERS employees can contribute up to 12% and CSRS employees can contribute up to 7%.

For more information, contact your servicing human resources office.



Use or Lose Leave

The deadline to schedule your use or lose leave in writing this year and have it approved is 12/1. If your leave is subsequently canceled and you can't reschedule, you may be eligible to have that leave restored in 2002.

DOT Link Newsletter

Published monthly by

TASC Human Resource Services

Room 2225 Nassif Building

Phone 202-366-9449

Fax 202-366-3733

<http://www.tasc.dot.gov/hrm>

Editor: Mary Pat Donelan